



Overview & Objective – The purpose of this I M & U is to demonstrate access to the Intacct Financial Reports. Financial Reports are easily accessed after logging onto the Home Page (Accounting Console).

Login Screen

1. Go to the URL: www.Intacct.com
2. In the upper right hand corner of the screen click the [Sign In] (button)
3. The following login information is then required:

Company ID:
User ID:
Password:

...You should request IDs and initial passwords from your Administrator

Initial Navigation – To navigate to the Financial Reports screen (from the Accounting Console):

1. Go to the Applications dropdown
2. Select the General Ledger Module
3. Under Reports, click on the Financial Reports (link)

OR

1. Go to the Applications dropdown
2. Select the Report Module

Versions & Filter Sets – The title “Financial Reports” should appear in the upper left hand corner, proceed as follows:

- **Versions** – Each report is available in multiple screen and print format versions. These versions can be accessed by clicking on the links directly to the right of the report name. The most common are:
 - **HTML** – The HTML view allows the User to view the report in a separate browser session.
 - **PDF** – The PDF view allows the User to view the report in an Adobe Acrobat Reader. This view provides the clearest printed version and can be saved and forwarded as an attachment.
- **Filter Sets** – Most reports have filters, including the basic “As of” date filter. Filters Sets allow reports to be viewed by date and other Dimensions. A prompt for filter selections will occur after a version of a report is selected.

Current Financial Reports – For initial use we have setup the following (additional reports are available):

- 1 - Balance Sheet - Actual, Detail, CY
 - 2 - Statement of Income (Loss) - Actual, Summary, CP/CY (COS)
 - 3 - Statement of Cash Flow - Actual, Detail, CP/CY
 - 4 - Statement of Stockholders' Equity (Deficit) - Actual, Detail, CP/CY
 - 5 - Key Metrics Scorecard - Actual/Budget, Summary, RYM
- Comparative Balance Sheet - Actual, Detail, CYM

Further Instruction & Use – For further information regarding Navigating to Financial Reports contact The NDH Group, Ltd. at 312.461.0505 or on the web: <http://www.ndhcpa.com>.